

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**



AM 228

BACHELOR OF ADMINISTRATIVE SCIENCE

PRACTICAL TRAINING REPORT

(TABUNG HAJI PLANTATION SDN BHD. GEDONG, SERIAN)



MADELLINA AK DAVID (2016317723)

SUPERVISOR: MADAM SAREHAN BINTI SADIKIN

SEPTEMBER 2018-JANUARY2019

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING
REPORT BY THE SUPERVISOR**

Name of supervisor : Madam Sarehan Binti Sadikin

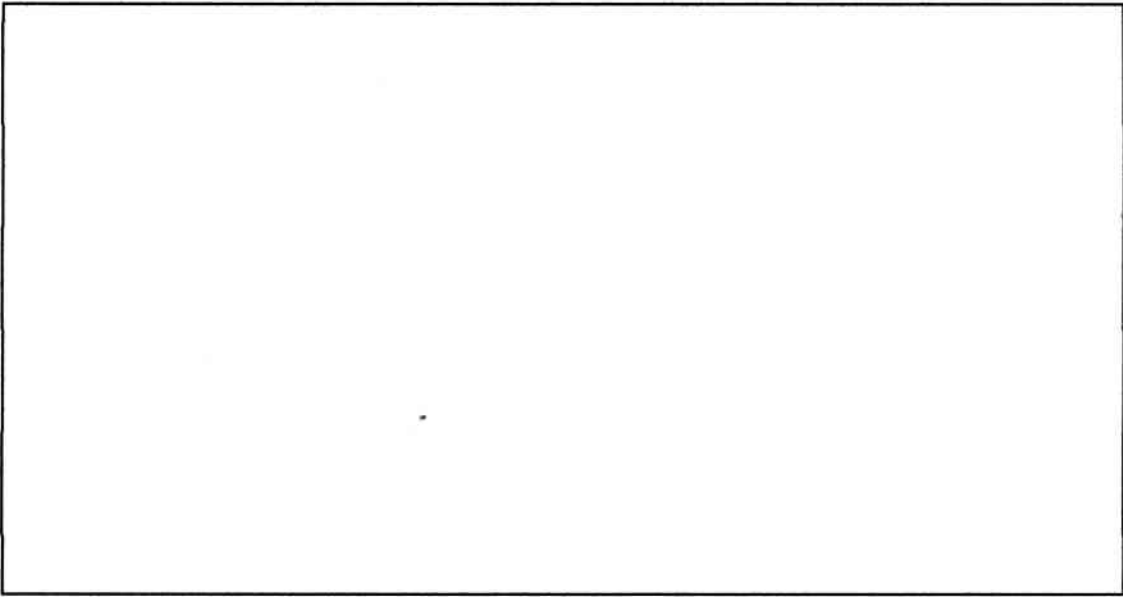
Organization : Tabung Haji Plantation Sdn Bhd. Gedong, Serian

Name of student : Madellina Ak David

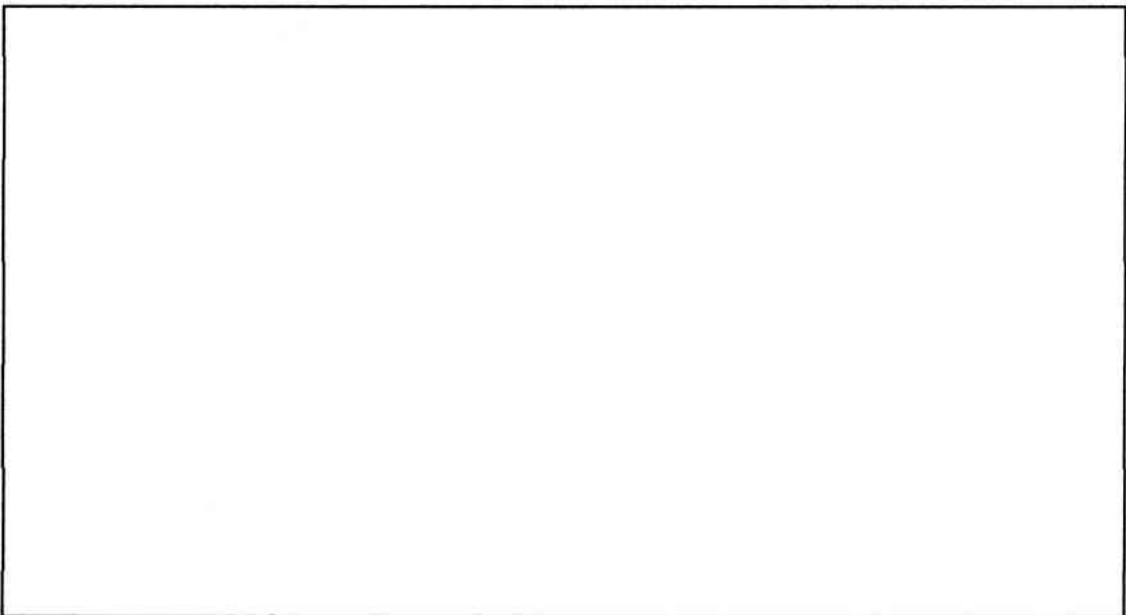
I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.

SAREHAN BINTI SADIKIN

Supervisor's comment

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Moderator's comment

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THE DECLARATION

DECLARATION

I hereby declare that the work contained in this report is original and our own except those duly identified and recognised. If I were later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed,

MADELLINA AK DAVID

ACKNOWLEDGEMENT

The place of training I had with TABUNG HAJI PLANTATION SMD BHD. (THP) Gedong, Serian was a great chance for me to gain knowledge and also helps me to work with regards in Islamic work ethics. All thanks to god for making it possible and easier for me and therefore, I am considered as a very lucky person that I had the opportunity to be part of it. I am very grateful for having a chance to meet many wonderful and great people who assist me throughout the training.

First and foremost, I am using this opportunity to express my sincere gratitude and special thanks to Tuan Haji isa manager of THP gedong, Madam Ernie our senior assisatant manager), then Tuan Redzuan assisatant manager of THP Gedong and all staffs involved, who in spite of being extremely busy with his and her duties, took time out to hear, guide and allowing me to carry out my practical training at their organization.

It would be impossible to count all the ways that they helped me in my task while practical here. Thank you for the words of encouragement and support. I will remain forever grateful. I truly appreciate and value everything I have learned from them. Working with them had been a delightful learning process. Thank you, once again for making me as part of your family in the organization.

Besides, I would like to extend my gratitude to our Ketua Pusat Pengajian, Miss Zalina Binti Mohd Desa, my supervisor, Madam Sarehan Binti Sadikin and also to all my lecturers at Universiti Teknologi Mara (UiTM), for sharing their knowledge to us Science Admin students and also for their never ending guidance throughout these 2 years of hardship.

Most importantly, I would like to express my very great appreciation to my father, David Anak Nyuma and my mother, Cecelia Anak Gayan, family members and friends for always being my loyal supporter. None of this could happen without their encouragement and positive words. I will do my very best to improve myself by using the knowledge that I had gained

MADELLINA AK DAVID

Bachelor in Administrative Science (Honours)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi Mara, Kota Samarahan

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CHAPTER 1

1.0 BACKGROUND OF THE ORGANIZATION

TH Plantations Berhad is the plantation arm of Lembaga Tabung Haji (TH) is engaged in the business of oil palm and rubber plantations in Malaysia. TH plantation have many branch in Malaysia. One of TH plantation is THP Gedong, Serian Sarawak. THP Gedong Serian, Sarawak was produce the palm oil. They only focus in certain area that produce the Palm Oil. In this company, they divide by 2 section, which is focus in the estate, and focus on the factory palm oil. These two section actually is very important because they need to ensure the factory is always to able process every day. TH Plantation is the one produce the income for tabung haji.

TH is an institution with an important and relevant role especially for Malaysian Muslims. it to strive to manage various facilities for the welfare of the country's Hajj pilgrims in a comprehensive and systematic manner, ranging from the best and halal savings management, as well as investment activities to provide additional value to Hajj management and hibah payments to their depositors. Other than that, TH need to do this because the halal income is very important for the Muslim. TH plantation is to help produce the income while to find the good profit for tabung haji. THP Gedong, Serian, focus factory because the entire TH Plantation branch will come to the Gedong oil to make the process every day. Palm oil department also focus to their security policy because all the staff and workers need to take care their health and self because the factory have many of the mechanical things. The palm oil organization, there just only one department. Which is the staff focus on the administration and be the part of the office management.

THP currently owns plantations and mills in the states of Johor, Pahang, Negeri Sembilan and Terengganu in Peninsular Malaysia, as well as the states of Sabah and Sarawak. THP has also recently acquired land bank in Kalimantan Timur and development work is actively progressing. THP mainly produces Fresh Fruit Bunches (FFB), Palm Kernel (PK) and Crude

Palm Oil (CPO) for the consumption of the Malaysian market. Apart from oil palm plantations, THP has also ventured into rubber plantations. TH Plantations Berhad, the plantation arm of Lembaga Tabung Haji (TH) is engaged in the business of oil palm and rubber plantations in Malaysia. It was first incorporated in 1972 as Perbadanan Ladang-Ladang Tabung Haji Sendirian Berhad with its first estate Ladang Sungai Mengah, measuring 4,054 hectares. Over the years, THP gradually expanded its land bank and to date, THP's land bank stands close to 101,000 hectares. With the acquisitions made in recent years, THP believes there is a vast potential for significantly higher FFB and CPO production in the coming years.

THP currently operates 32 oil palm estates in its stable spread throughout Malaysia as well as 7 forestry plantations in Sabah. It also has over 8,000 hectares of land in Kalimantan Timur, Indonesia, marking THP's own first foray overseas. In 1997, Perbadanan Ladang-Ladang Tabung Haji Sendirian Berhad change name to TH Plantation sendirian berhad. It too easy the people know the brand of palm oil is from TH. TH plantation Gedong, Serian is the one produce the palm oil. Th plantation Gedong established in years 2009. Before the TH Plantation take of this factory and estate, it actually already recover by the other company produce the factory palm oil. The previous company actually sold the estate and factory of palm oil to TH Plantation in September 2009. Th plantation buy from this company and take over to produce the palm oil to make the income for Tabung Haji until today.

1.1 OBJECTIVES OF THP GEDONG.

All the organisation need the objective to achieve their goals. The objective can be saw once it be achieve one day. It help the organisation ensure the objective is can be achieve. Every organisation need to know the goals what they need in the organisation. The objective is currently the work they do at the organisation. Every level of the organisation they have the objective. The objective is the main task to achieve the goals in the company or in the organisation.

The entire organisation need have the objective at the work place. There are objective that make by Tabung Haji Plantation sendirian Berhad (THP) Gedong as follow:

- ✓ To ensure 100% OER more than 21%.
- ✓ To ensure 100% OER more than 6%
- ✓ Minimum course of the operation and continues maintenance.
- ✓ To enhance the level of safety and cleanliness.
- ✓ Producing the quality palm oil and isronaf costumer need and their satisfying.

1.2 VISION AND MISSION

Vision and mission is the main objective of the organisation. What they need to do for achieve the objective. Because the objective need to be achieve by vision and mission, they have to have the vision and mission the organisation need to know the background of the organisation.

The entire organisation need have the mission and vision at the work place. There are mission and vision that make by Tabung Haji Plantation sendirian Berhad (THP) Gedong as follow:

- ✓ To make the THPB one of company that indigenou for Bumiputera same level with others company at Malaysia.
- ✓ To make the factory be more potency from other factory THPB from their achievement Dev and Ker with their committee to basic Policy.

1.3 COMPANY & ORGANIZATION POLICY.

Every organisation they also need to have the policy. Company policy or organisation policy is important for the workers in the organisation. The workers need to follow the rule and policy in the organisation for their health and safety. It not only for the workers also for the guest come to the work place in the organisation. The policy safety is important in the organisation to ensure the organisation be safe.

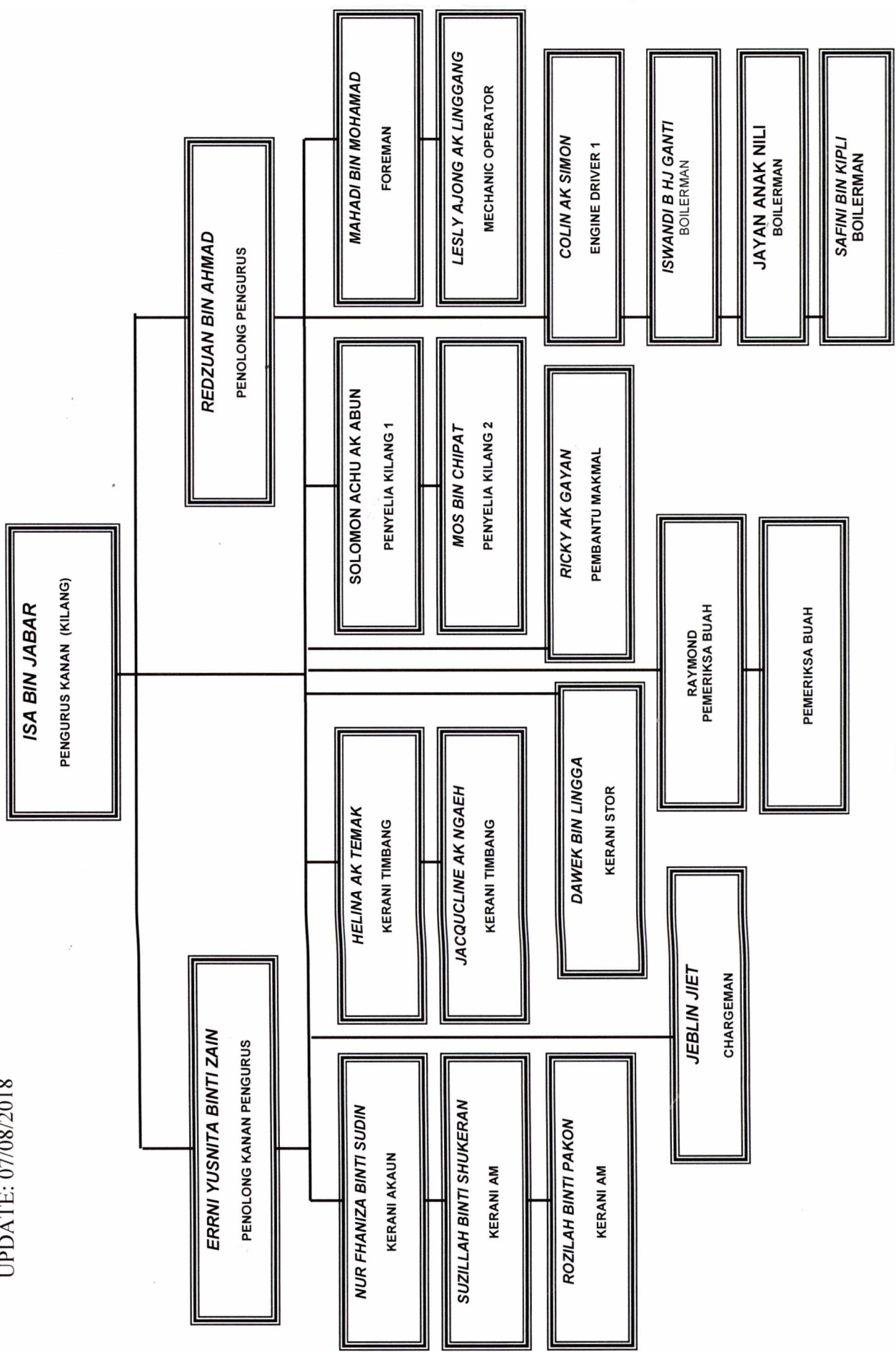
Safety at the work place is the responsibility. All the workers and staff need to follow the regulation and policy for the safety. THP Gedong need to focus on the policy as follow:

1. All the staff and workers together take their responsibility to take care themselves and safety at the work place regardless of the position.
2. Self-protection or safety at the work place must be preferred in doing the job or task everyday whether at office, machinery equipment, tool, chemical substance and so on. The personal safety protection equipment must suitable to use when performed the task.
3. Responsibility about own protection is cannot be protect to other people but together practiced all the staff and workers with honestly and sincere.
4. All the regulation and policy about the safety need to announce to all staff and worker to ensure they follow every day.
5. The new committee need to take their responsibility and act decisively for follow the rule of the work place and to ensure the work place is cleanliness an safety.



PT. KILANG SAWIT GEDONG

UPDATE: 07/08/2018



1.5 Logo of Organization



CHAPTER 2

2.0 INTRODUCTION

In this chapter 2, all the task done by me as practical students at Tabung Haji Plantation (THP) Gedong, serian in 8 weeks. The activities that THP gave towards me, I will discuss by daily day until end of my practical training. The summary of the daily job or task are reflected from the practical logbook.

24 JULY 2018

First day of my training day, my senior assistant manager Madam Errni, gave me advice to read the background of the THP and enhance my knowledge regarding with the information about flow chat in this factory. Otherwise, it can give me extra information about the process of the palm oil in this factory. Madam Errni is the one senior assistant manager control and give instruction towards the workers at this factory.

25 JULY 2018

On 25 July, Madam Errni want me to know about the weighbridge. Function of the weighbridge is to record the raw material despatches of the products, other by the product like sludge oil, empty bunch and the miscellaneous item which is diesel, scrap and iron. On that day, they introduce and advise me how to receive the delivery order and observe about it. In the weighbridge office the important is to security guard, receive the FFB delivery chit from the drivers. Everyday THP will receive by other supply and the driver is come from different places to receipt the order, they also need to have the security stamps on the chit and record inside his FFB receiving the book. Madam Halina gave me task to key in the data of the delivery order. After that, my second task regarding towards weighbridge is to analyse the different places from the receipt before put the data and key in. The place is from different estate, very important to know where they are from. The detail of the received is include the estate name,

block harvesting, year planted, vehicle number and receipt number. The function of vehicle is weight on the weighbridge platform by the weighbridge operator and witnesses by the driver. The vehicle will allowed to leave when receipt are receive and check. Madam Halina also advise me to records the figures inside the FFB record book for individual estates.

26 July – 30 July

Madam Errni gave me task for do the TH Buletin sir 3 Tabung Haji Plantation. She also gave me the example of the Buletin, which is buletin Siri 2. From there, I will know how to do the article by referring from the buletin Siri 2. Madam Errni want me to make the task, which is article about the pass event that they already doing before this. This article is about a Ramah tamah aidilfitri and emergency response team 2018 that participant by the THP staff and their worker. Madam Errni also want me to make an interview two of the THP staff, one of them actually practical student, they gave me the newspaper about the emergency response team. From this information I can gained my information about the emergency response team. I Make two article in Bahasa Malaysia and in English language. From this situation, it difficult for me make the article in Bahasa Malaysia because the language actually need to be perfect same with English language. Then I proceed with English article, The article is actually still the same as the Bahasa Malaysia.

Article in Bahasa Malaysia

1) Tabung Haji Plantation (THP) Gedong meraih kemenangan

Dalam berbaki yang hanya dua hari sebelum pertandingan pasukan kilang THP Gedong, membuat persiapan dengan masa yang sangat singkat telah meraih kemenangan di tempat yang pertama dalam latihan Pemantapan dan Kawad Kecekapan pada 28 Jun 2018 yang lalu. Pertandingan tersebut telah membuka pelbagai pihak dan juga semangat berpasukan adalah penting untuk mencapaikan kemenangan tersebut.

Acara yang telah diadakan di jabatan bomba dan penyelamat Malaysia negeri Sarawak di Tabuan Jaya dengan menganjurkan pertandingan dengan 4 acara kesemuanya. Pasukan

kilang THP gedong melibatkan diri dalam pertandingan tersebut dengan dua acara dan merangkus kemenangan tersebut dan menjadikan mereka menang keseluruhan.

Penutupan yang diadakan di sebelah malam iaitu dirasmikan oleh salah seorang ahli parlimen Stampin Encik Chong Chieng Jien. Acara yang berlangsung sepanjang satu hari dengan 24 pasukan iaitu seramai 240 orang yang melibatkan diri dalam pertandingan tersebut. Pasukan kilang THP gedong yang diketuai oleh Encik Darell, telah bertungkus lumus tanpa memikirkan untuk menang. Semangat pasukan yang ada telah menjadikan THP Gedong menjadi johan bagi dua acara dan johan bagi keseluruhan acara. Kata Encik Darell "kemenangan tersebut boleh dikatakan sebagai Miracle, kerana kami hanya mempunyai dua hari sahaja untuk berlatih. Pada mulanya kami tidak yakin pada diri dan begitu penat. Setelah diumumkan sebagai pemenang kekeseluruhan, penat yang ada terus hilang" Puan Errni Yusnita Binti Zain, penolong pengurus kanan selaku sebagai penasihat pasukan Kilang THP gedong turut berasa bangga dengan kemenangan tersebut. Acara yang dianjurkan oleh pihak bomba dan penyelamat Malaysia negeri Sarawak ini penting bagi yang belum mempunyai sijil perakuan bomba. Kata Nor Hisham Mohammad berkata "banyak pemilik premis yang tidak mempunyai sijil perakuan daripada pihak bomba" pihak tersebut mengatakan emergency response training ialah sangat penting sebagai pergerakan pertama yang bertindak awal dalam mengawal pelbagai kecemasan.

Acara ini memberi pengetahuan dan semangat berpasukan dalam keselamatan yang perlu ada dalam setiap premis. Matlamat yang ada dalam program tersebut untuk meningkatkan dan memastikan adanya kemahiran dalam keselamatan membantu mengelakkan premis-premis dalam kejadian yang tidak diingini. Pasukan Kilang THP gedong bukan hanya dapat meraih kemenangan tetapi dapat meningkatkan pengetahuan dalam keselamatan dan mengetatkan polisi keselamatan di dalam THP gedong.

2)Kemeriahan Ramah Tamah Aidilfitri THP Gedong SDN BHD

Seperti tahun-tahun yang lalu Ramah Tamah Aidilfitri diadakan lagi pada 17 July 2018 yang lalu di Kilang THP Gedong palm oil. Dengan adanya kemeriahan tersebut dapat mengeratkan hubungan silaturahim sesama pekerja di kilang THP gedong.

Sehari sebelum ramah tamah berlangsung persiapan telah dilakukan bersama -sama kakitangan kilang THP gedong di tempat yang telah disediakan, dengan membersihkan kawasan tersebut dan dihias cantik mengikut tema yang telah dirancang. "Kami melakukan persiapan tersebut setengah hari sebelumnya dan membuat kerja dengan cepat dan lancar kerana kami sudah diarahkan mengikut arahan daripada penolong pengurus kanan iaitu Puan Errni Yusnita Binti Zain" kata Raynold salah seorang pelajar praktikal di kilang THP pelita gedong.

Pada hari tersebut iaitu 17 July, program tersebut berjalan dengan lancar dan mengikut masa yang telah ditentukan. Program ramah tamah aidilfitri ini berlangsung pada jam 11.00 pagi sehingga pukul 5.00 petang. Banyak aktiviti telah dijalankan oleh pihak kakitangan kilang THP Gedong untuk kakitangan lain dan pekerja THP Gedong.

Aktiviti yang dilakukan pada hari tersebut ialah seperti berkaroke. Pelbagai juadah telah disediakan oleh Kakitangan disini seperti makanan utama negeri Sarawak iaitu Laksa Sarawak. Makanan lain turut disediakan seperti, rojak, satey dan macam-macam lagi. kesemua Kakitangan di Kilang THP gedong dan pekerja bersama sama meriahkan keadaan ramah tamah aidilfitri ini bersama keluarga. Tetamu jemputan pada hari tersebut ialah salah seorang pegawai daripada HQ Kuching datang bersama keluarga bagi meriahkan lagi keadaan.

Article in English language

1) Tabung haji Plantation (THP) Gedong win the victory.

THP team is participant and attend the bomba emergency response training. Only two days before the event, THP team make the preparation. On 28 June 2018 at Bomba Tabuan Jaya, this programme was launched by Bomba dan penyelamat Malaysia Negeri Sarawak with 260 attend and participant the bomba emergency response training. THP team Gedong was participant with seven staff and win in the first place on that day. This event actually create the awareness and make a good spirit among the team.

THP Gedong team, they win with two from four match on that day which is Latihan pemantapan and Kawad Kecekapan., then to make the THP gedong team win the overall of the match. The closing ceremony by the Stampin member of the parliament Chong Chieng Jen at the night after finish all the match. There are 24 groups participant from the various public and private agencies attended the fire and rescue department (bomba) emergency response Team (ERT) training programme. Said by MR.Darell, leader of the THP Pelita team "the win is actually miracle, from beginning we doesn't think that can win this match and we so tied but after our group announced as the winner, we not expect that we win and all the fatigue is lost".

The assistant manager, Madam Errni Yusnita Binti Zain also happy and proud towards their staff because win the victory. This programme launched by Bomba is important for have the permit of the fire safety especially in the work place, because it can improved awareness in fire safety and prevention. It to ensure the work place have the good safety, also to prevent and reduce loss of lf and property. This programme actually give a good information and knowledge among the staff that participant with the emergency response training.

The objective of the programme is to improve the skills of the fire safety teams working in premises, and how the workers to respond more quickly and appropriately to fires. THP Gedong team win the victory can improve in the knowledge and enhance the information about

the safety. They also know the policy of the safety that must have in the office or company in the THP Gedong.

2)Kemeriahan Ramah Tamah Aidilfitri THP Gedong SND.BHD

Same with the previous years, Ramah Tamah Aidilfitri always be held for celebrate Hari Raya Aidilfitri on 17 July 2018 at THP Gedong palm oil. The staff of THP palm oil make their preparation to celebrate the Ramah Tamah aidilfitri, a day before the celebration.

This celebration actually make the strengthening relationship among the staff and workers. One day before the celebration, all the staff at THP palm oil gedong together prepare the preparation to make the place is clean and beautiful follow with the theme of the event. "we are doing our preparation in the half day, and need to finish it quickly and smoothly because we already follow the instruction that advise by Madam Errni Yusnita Binti Zain" said by Raynold , one of practical student at THP Gedong.

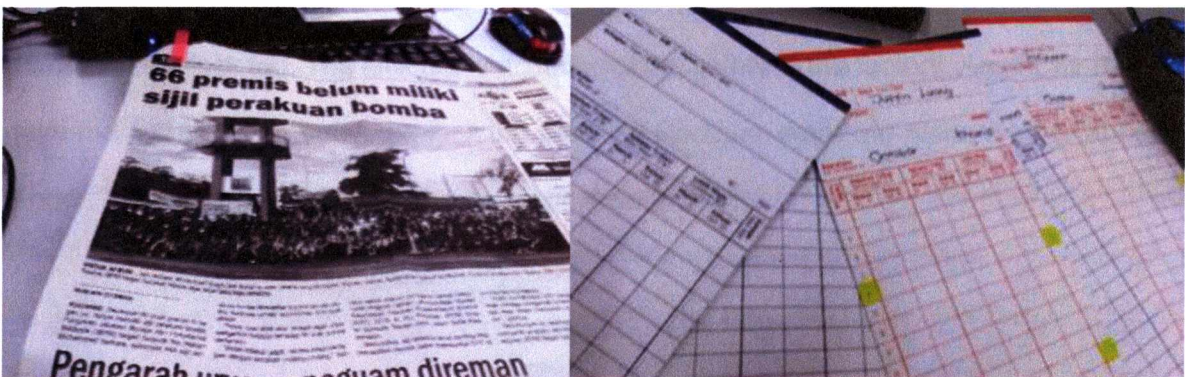
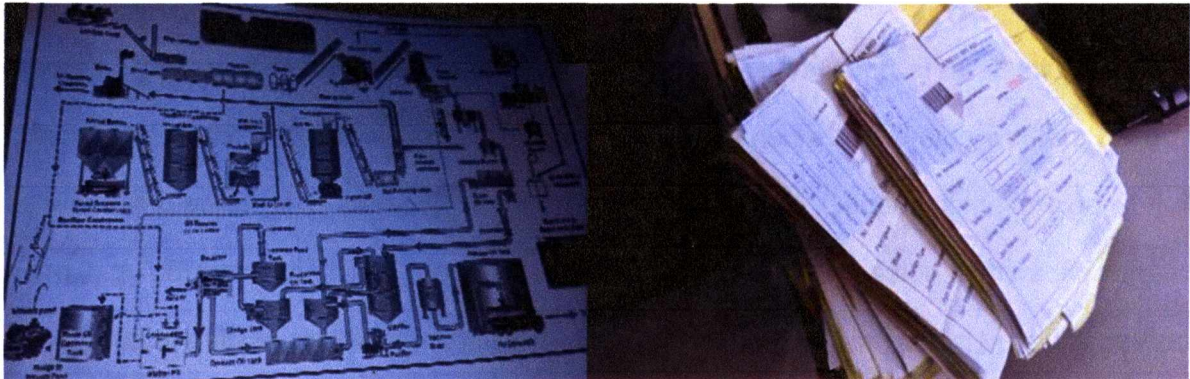
On that day, the event is smoothly and start on time. This celebration is start at 11.00 in the morning until 5.00 in the evening. Many activity that they doing such as karaoke. Many foods prepare by THP palm oil staff such as Laksa Sarawak. Laksa Sarawak is the main menu on that day Include with other foods. The other food is satey, rojak and so on. All the staff and worker come to celebrate Ramah Tamah Aidilfitri together. The VIP from HQ Kuching also came with his family to join celebrate this event.

31 JULY

On 31 July, Madam Rozillah gave me the task regarding with her work as the administration staff. She teach me how to analyse the workers and staff holiday in week. Actually, the punch card is for workers and staff before come to office. The important of the punch card must have the day of the public holiday and rest day for the workers and staff. It easy for the accounting department to check their overtime service every months. THP Gedong actually alert with their punctuality at the work place. All the staff and workers must know their own responsibility at the work place with the task they need to finish it. Madam Errni is the one senior assistant

manager will take care of their staff about the punctuality at the work place. She always monitor her workers at the factory because some of the worker at the factory, they only punch and not take their responsibility to doing the task. In other words, Madam Errni will ensure all the workers at THP Gedong need to alert and take their responsibility properly every day.

Picture 24/7- 31/7



1 AUGUST

On 1 August, Madam Rozillah again gave me a task regarding with her work as an administration staff. Madam Rozillah actually focus or take responsibility to manage the passport and permit of foreign workers such as worker from Indonesia. She always ensure that the permit date and passport date still in the process. She gave me this work. Which is, to check the date of the permit and passport properly in the list of the name foreign workers. Madam Rozillah also want me to list the number of the passport. THP Gedong actually concern about the, foreign workers because they must ensure the foreign workers have the passport and permit. The passport need to be save by the THP Gedong. If the foreign workers need to go out from the THP Gedong area, they must make a permission to the administration service follow than signature from the senior assistant manager. It important because passport and permit is need to be save.

2 AUGUST

The administration staff gave me task to check roll of workers and staff salary. The staff gave a task to saw and analyse their overtime before they pay the salary on 6 August. Check roll processing is important. All the records regarding payment thought the check roll have be updated daily by the supervisor. On the same day, Sir Redzuan also gave me the task. Sir Redzuan is the assistant Manager for THP Gedong for palm oil. He want me to put the contact number in the lock tag. The lock tag is actually for the safety at the factory. Again, Sir Redzuan gave me a task after I finish the lock tag task. Sir Redzuan want me make a letter about the tender. The letter is actually for the buyer or receive tender.

Letter of Tender



August 2018

CUMMING SALES AND SERVICE SDN.BHD.

No.12, Jalan Pemaju U1/15, Seksyen U1

Hicom-Glenmarie Industrial Park

40724 Shah Alam

Selangor Darul Ehsan

(Tel No.: 03-78051111/ Fax No. : 03-78048705)

Dear Sir,

LETTER OF AWARD

-The Supply, Delivery, Installation, Testing, Commissioning And Guarantee For Six (6) Months For One (1) Units 225 KVA Prime Rating Diesel Generating Set (Open Type) For Ladang Sungai Tenegang, Lahad Datu, Sabah

~ No.contract: THPSCSB/LST/Genset-225KVA/18/2018

We refer to the above:

1. We are pleased to inform you that Tender/ Quotation dated 28th May 2018 for 'The Supply, Delivery, Installation, Testing, Commissioning And Guarantee For Six (6) Months For One (1) Units 225 KVA Prime Rating Diesel Generating Set (Open Type) For Ladang Sungai Tenegang, Lahad Datu, Sabah' have been accepted and we herein agree offer you the above work amounting to RM 238,550.00 (Ringgit Malaysia : Two Hundred Thirty Eight Thousand Five Hundred And Fifty Only) inclusive of RM5,000.00 Provisional Sum to be complicated within 120 days subject to the term and conditions stipulated in your Tender/Quotation and this letter of award.
2. You are required to execute in due course a formal contract agreement. However until the formal contract agreement is executed, your Tender? Quotation together with this letter of Award shall constitute as a binding contract between yourselves and the Employer.

3. The date of commencement shall be 25th July 2018. The completion period shall be 120 days. The date of completion shall be 21st November 2018 or within such extended date as the conditions of contract provides.
4. Your attention is drawn to the condition of tendering whereby the precedent to the commence of this works, you are required to deposit with the employer the performance Bond amounting RM11,927.50 (being 5% of the contract sum) in the forms of 'Bank Guarantee' or ' Bank Draft' in favour of TH PLANTATIONMS BERHAD. The performance bond shall valid for the full contract period and shall be extended accordingly to cover such period beyond the date of completion should there be any extension of time.
5. In the event that you failed, refused and/or delayed to submit the performance bond after the commencement date, we reserve the right to make deduction from your first progress certificate as replacement to the sum of performance bond and shall be held or shall remain valid and effective until employer issue the certificate of practical completion (CPC).
6. You are required to obtain the insurance policies through an insurance company approved by the employer, which cover contract works and all items under your scope of works.
7. The liquidated and ascertained damages (LAD) shall be RM1, 192.75 per weeks (being 0.5% of the contract sum) will be imposed should you fail to complete t5he works by the stipulated date for completion to a maximum amount of RM11, 927.50 (being 5% of the contract sum).

3 AUGUST

On 3 august 2018, Madam suzilah gave a task, which is filing the document that she get from the email. She want me to file document in different file. On that day, it make me half day to complete the task because there are many document that need to put in the right file. The file that I put is the different document such as IT document, maintenance, MPOB, Bomba file, profile small holder, empty bunch and so on. The document need to put in the right file and arranged, it easy for administration staff fined and referring it again. The document need to be save at the file. The document need to keep safe in the right file. Easy for them to find it again.

4 AUGUST

On 4 August 2018, one of administration staff Madam Suezillah gave me task, which is to; calculate the book of running hour. The book of running hour actually must be at the factory. The book of running hour will be calculate by the administration staff early in the months. . Madam Suezillah want me to calculate it properly because the data need to be same in the records book. It also must related in each other. Before writing in record book, a calculation must be same because some of the calculation is error. The calculation need to calculate more than twice to ensure the data is correct and complete.

6 / 11 AUGUST

My senior Assistant Manager, Madam Errni ask me to do the preventive maintenance checklist. This is my first task that very difficult to me for finish it because these checklist need to use the excel Microsoft. Excel Microsoft is important to do the document since I study my bachelor. Madam Errni gave me the list name of preventive maintenance include with the date of checklist. Actually, this task need to be submit at Headquarters. Which is HQ Kuching by Wednesday 8 august but there have a certain error in the list of checklist. Madam Errni immediately make a letter to HQ Kuching to continue the day of submitted date. I need to be focus again in editing the list name of preventive checklist. For me it difficult because, this my first time doing the task that need to be submit to the HQ Kuching. Madam Errni trust me to edit and do the preventive checklist, but I ask for help one of my member in this office that is Raynold. He is practical student from UTHM Johor. From there, I can study more about excel Microsoft. I can gained how to use the excel Microsoft words. The information of the excel Microsoft, I believe that, we already know about the excel when we was in the semester 4 but it not enough just study in theory. When I doing this task I believe that I already have a lot of information about the excel Microsoft. After I finish with this preventive checklist task, I submit to madam for the second analyse.

13 AUGUST

On this day, Madam Suzillah want me to analyse the chequebook. Chequebook is for the supply. Chequebooks and the authorized rubber stamp shall be in the custody of the manager and should be kept in the office safe. In other words, cheque is important because cheque can be the money. It need to kept safe as same value of money. Madam Suzillah teach me to analyse the cheque, because the cheque need to be same amount in the list they have. A chequebook register need to maintain. Update all the cheque issue in this register by indicating its serial number. Any cancelled cheque must also be note in this register. The manager shall ensure that register agrees with all respective chequebooks. The cheque need indicate in the bankbook, and the all payment and receipt transacted through the estate bank account. It important because the end of this month the bankbook be check against the bank statement and a reconciliation statement must be prepared to account for any different.

14 AUGUST

On 14 August 2018, Madam Rozillah ask help to analyse the name of workers in their attendance in the book Pocket check role. Pocket check role is the one activities to know the workers attend in the work place. In this situation TH Plantation Gedong is strict on it. The rule need to be follow to ensure all the workers must alert and be discipline in the work place. Discipline and punctual at the work place is the one can be help the workers and staff cooperate in the work place. Pocket check role is the supervisor into the pocket check roll records the attendance of workers during the muster. Muster is the roll is an exercise-conducted each morning whereby the attendance of all workers taken and recorded prior to star of the day work. Any worker who is sick and unable to work must be send for the treatment and status verified. They actually need to make the permission to the administration staff for their benefit. After I finish analyse and check the attendance of workers, Madam Ernie analyse that, my preventive maintenance checklist have error again. In addition, I need to make it correction immediately on this day because tomorrow Madam Ernie need to submit to Headquarter Kuching.

15 / 16 AUGUST

On 15 and 16 August 2018, I help one of my member in this office to cut and decorate the office regarding with Independence Day for this months. In this situation TH Plantation, alert for the important day. They focus on the decoration to ensure all the workers and staff have a spirit of Independence Day.

17 AUGUST

On 17 august 2018, Madam Suzillah gave task to filling the document. The document is the performance of TH Plantation. Many letter is need to be in the right file. On the same day, I need to ensure the letter need to write and record in the book. The book actually need to be sign by the manager as the received letter from other place. They make this task because it to ensure that they already received the important messages from email or other resources.

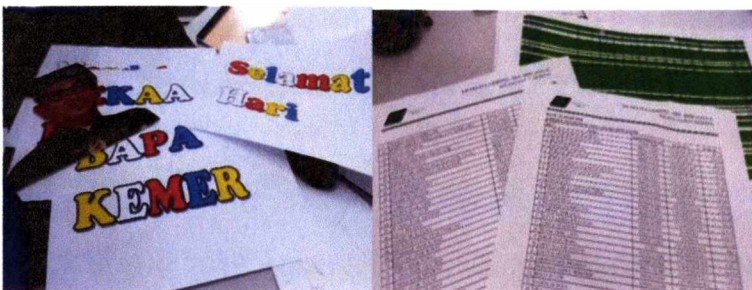
18 AUGUST

On 18 August 2018, 2 administration staff are leave. I need to take responsibility to take the task. Such as, some of the foreign workers need to take their passport and their permit. My job is need to write the name of the Indonesia workers and Photostat their permit. He also need to finish their form before he take the passport and permit. It important for this company to take care their workers and staff.

20 AUGUST

On 20 august 2018, madam suzillah gave me the task, which is to update the leave or holiday of the staff. From this situation, update the leave at the signboard is ensure all the staff is alert about the how much their leave. In other words, there have the signboard for update their leave every staff at THP Gedong. Every time they make a permission to leave, they will update to madam suzillah. Madam Suzillah want me to update the leave at the signboard to ensure all staff know and alert about it. It also refer from the book of staff record leave

Picture 1/8-20/8



21 AUGUST

On 21 august 2018, madam suezillah again want me to filing the document. The document actually need to be in the right file and it easy to other staff find the document. The document actually need to be arrangement in the right room such as manager room, senior assistant manager room, and assistant manager room. After that, Madam Rozillah ask me to label the book of check roll. The book actually need to be label in the right report. This is because; every book records have a different name of book.

23 AUGUST

On that day, many staff they still in holiday, two staff of administration are in leave. Sir Redzuan, which is assistant manager want me to send the email of daily performance on date 21 august and 22 august 2018. The first thing I need to do is, take the document of daily performance from Sir Ricky, which is leader of laboratory. After I get it from Sir Ricky, I need to give the document of daily performance to assistant manager, Sir Redzuan to get the signature. Then, I need to scan the document before sent to email. Because this daily performance need to be, record and report every day. After make scan and record in the laptop folder, the picture actually will sent to several important people that need the august daily performance. In this situation, the document actually need to be analyse before sent to the email. After that, some of workers come to the office to make a permission of their leave. They will write the form of the leave before they give to us. The record of the leave workers need to write in the complete balance. I need to write the record and again take the form to the Sir Redzuan. Sir Redzuan will sign the form if it were approve.

24 AUGUST

On 24 august 2018, again Sir Ricky want me to send the email to headquarters Kuching about the daily performance of factory Gedong. Firstly, I need to take signature from Madam Ernie, which is senior assistant manager. After madam, make a signature, I scan the document and directly sent to the email. Then, Sir Ricky want me to send the weekly production document

to the one staff at the headquarters. The reason is the document is important to all staff at headquarters know about the weekly production from this factory. After I finish send the document into email, I directly filing the document into the right file. To ensure the staff can find to refer in one day.

25 AUGUST

On 25 august, we actually decorate the office refer by the Independence Day. The important is to show the spirit of Independence Day. I help them for decorate the office.

27 AUGUST

On 27 august 2018 THP Gedong busy with the schedule to conduct baseline and subsequent audiometric test 2018. Every years they will test the subsequent audiometric 2018. In the situation all worker and staff need to make this test for sure, their health of listening is in good. Early in the morning, Madam suezilah one of administration staff ask me for help to complete the form of subsequent audiometric test 2018 refer with the list of workers and the staff it include by their name, ic number ,position , and their date of birth . On the same day, one of my friends Raynold ask me to find the chronology of Independence Day for complete decoration. After that, we decorate the office.

28 August – 29 August

On 28 august 2018, from beginning I already doing my report for THP Gedong. That means, the report actually need to be submit by next week before I left my practical training at TH Plantation. In other words, this company also need to have a report how I gained my training at their company. They want to know my feedback how their staff treat me from here. On 29 august 2018, I continue for doing my report to be submit for THP gedong. That means, yesterday I need to know about the policy, organization, core business and their schedule at the work place. Today, the report that I do actually is about experience that I get from the previous day

30 AUGUST

For my knowledge, before end my practical training at THP Gedong, I analyse the "Cuti TKI". Which is the foreign workers need to have permit and passport before they left the THP Gedong. They must have the permit and passport with them. The staff actually will record, Photostat and copy the form before the workers left or leave. It difficult situation for THP Gedong because the workers is the foreign workers from other nation that work to Malaysia. Every time they want to go anywhere except the THP Gedong they need to have the permit and passport with them.

21/8-30/8



3 SEPTEMBER

On 3 September 2018, the task that gave from Madam Rozillah is about the letter. The letter actually need to be edit and type the name of the people that have the palm at THP Gedong before this. There have 30 individual that I need to edit their name include with their address and their hand phone numbers. The form is actually "Surat pengesahan pengangkutan pergi balik" and "Surat jemputan majlis kualiti BTB oleh pihak MPOB di kilang sawit Gedong" actually in this situation, kilang sawit gedong need to invite people that have the "sawit" together make meeting with MSPÖ.

4 SEPTEMBER

On 4 September 2018, I need to analyse the book of check roll overtime. From a situation the overtime is need to be calculate before he pay day. The admin staff will calculate the overtime properly because the overtime is limit only 120 hours. If some of the workers are, more than 120 hours they will be ask by senior assistant manager. The logistic is the overtime is only limit 120 hours. If the workers are, more than 120 hours it not be consider paying because they actually not have time for rest. The THP Gedong actually strict on the overtime. Actually, the workers need to be alert about this. The workers need to know why the organisation is concern and very strict about the overtime. In one months, the overtime is actually 120 hours. Then I continue with book running hour, there are six different book that need to be calculate. In this case, this book only calculate early in every months. The book of running hour is the calculation from the factory that need to be calculate again every months.

5 SEPTEMBER

On 5 September 2018, Madam suezillah want me to filing the document. The document actually important for the future. It easy to other staff make a referring it again. The form is about the "senarai rumah staff dan pekerja" before filling the document I need to know about the counters of THP Gedong.it actually for my knowledge before I left my practical training next week. In other words, the palm oil factory provide for their workers and staff, the counters.

It very different toward estate department. The estate department, provide the counters actually only for the staff. The palm oil factory very alert and concern about their workers that still do not have the counters. They need to check one by one house, to check whether estate workers are in the palm oil counters house. For estate workers is illegal for them if they live at the palm oil workers counters. After that, I continue with my report and suggest about the solution from referring the weaknesses. Every company actually have their weaknesses. For my feedback, I suggest a few solution put to my report.

6 SEPTEMBER

On 6 September 2018, again I want to know about the “cuti pekerja tempatan” it also same with the foreign workers and staff they need to complete the form and make the record to know their leave. It also to ensure and easy for the staff refer it again because some of the workers, they not make a permission to holiday. Actually all the foreign workers, staff are need to complete the form of leave. After that, I continue with my report, which is find, the organisation structure. I explain the schedule every section or staff in the organisation position. Also, find the objective of the company because we know that every company or organisation must have the objective, vision and mission to achieve the core business.

7 SEPTEMBER

Again, analyse the “cuti Staff”. Which is record the leave. How many day left. The form actually need to be in the right file. From this situation, the staff also need to records and complete the form before they holiday. It easy to other staff to find and make the referring. The admin clerk easy to refer it again. It just not for foreign workers only but the staff at THP Gedong also need to complete their form before the day they holiday or leave. After that, I continue doing the report that I need to submit to THP Gedong. The report that I record today is about the weaknesses and strengthens from this organisation. Five point each.

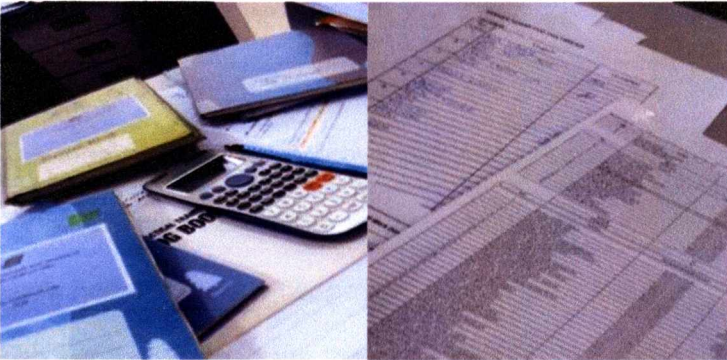
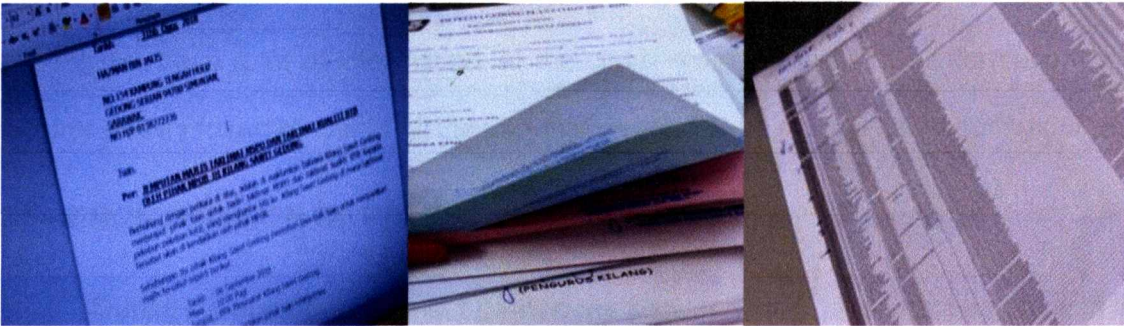
12 SEPTEMBER

On this day, my task is to analyse the statement of palm oil from their supplier. In this situation, THP alert with the document of statement. Everyday THP always received their palm oil from their supplier. Then the statement will sign by assistant manager which Tuan Redzuan. Everyday Tuan Redzuan will sign and analyse how much their palm oil everyday. This record important for know their calculation of data.

13 SEPTEMBER

On 13 September my last task during my practical training, madam Sue as an administration Clerk want me to update the analysis qualiliti BTS 2018 which is, they want me to key in the data from January until August. In this situation, THP also alert with the palm oil of the BTS to ensure they can know how much their (Kemasakkan Kelapa Sawit)

Picture 3/9-14/9



CHAPTER 3

ANALYSIS OF PRACTICAL TRAINING

3.0 INTRODUCTION

During my practical training I have given a few task, the concept of the daily training is different when we was in the classroom. The information that we have is when we get the task we will immediately teach our self and try to complete the task. The concept is during the practical training, we have a lot of information. In the class, we actually get the information from our lecturer and try to remember it. All the information need to be study it again during our revision.

3.1 DEMONSTRATION OF PRACTICAL

During my practical training, I **gained my knowledge**, in how to cooperate with friends and group. The concept is, in the office we can gave our idea to manager also share our information. It can teach ourselves, how important good idea or share idea with other people. The idea need to be in brave and must related with the office .In a situation we know that cooperate with each other is important to solve the problem. In other words, student need to know how each other cooperate in the groups especially doing the assignment. Communicate with each other to share the good idea is important to finish the assignment. Sometimes the idea can solve the problem at the office and at the classroom. It also show that students respond with things they discuss. Communicate with each other is very important to gained our knowledge. Furthermore, in the classroom students already know how communicate with their lecturer and classmate during study time. Students also will bring their information and disciplined at their practical place to study how communicate and learned to gained their knowledge.

One of task that demonstrate my practical training are **improve in English and Bahasa Malaysia language**.Uitm actually using English language to communicate with lecturer and doing their assessment. Everything is in English. Some students still poor in English language but they can still learn more by using the oxford dictionary during in ELC

class. Meanwhile, When I doing my Buletin siri 3, I can improve my English language. In the office, we still can use two language for communicate with each other, which is in English and Bahasa Malaysia. Furthermore, English is important to communicate with foreign people, because English is international language.

Then, **analysis the data in the book record** also very important. In the classroom, we actually analyse the data when we doing our assignment before submit. To ensure there is no data error in the report. At office analysis data is important especially when we are key in data before submit to the important headquarters. After analyse a data, if there are have wrong data they can make the correction immediately. In other words, to analyse the data for ensure there is nothing error in the data. When students doing their assignment or report, students need to make a checked or analyse again the report before submit to their lecturer. whether the information is enough before submit to the lecturer. Analyse is important for the mark before submitted. In the classroom students already know how to analysis the data before submit. All the assignment need be analysis before submit to the lecturer, same situation when we at the office the data need to be correct and complete before the submitted.

During my practical training, **using the Microsoft words** also important to complete the letter and the report especially using the excel Microsoft. In the semester 4, students of bachelor of administrative science already know how to use the excel Microsoft. We actually already learn by lecturer in Couse CSC about using the excel how to calculate the data in excel Microsoft. During practical training place, this company actually always using the excel Microsoft for key in the data. From this situation, I gained my knowledge using the excel Microsoft words especially the excel Microsoft. The different during in the class and in the works place is, in the works place there is no person will teach how to use excels Microsoft. It very difficult for certain students if their manager directly give the task to using excels Microsoft. The first thing to finish the data is know how to use excels Microsoft. During my semester 4, one of my course which is multimedia subject teach how to use the excel Microsoft

but it just only basic. For gained the knowledge about the excel Microsoft I need to learn by myself for doing the excel Microsoft.

Then, **calculate the data** also important in this situation; students know how to calculate a data. Because students know how to calculate and already study mathematics subject since in primary school and accounting. In other words, the task that they give to me is actually to be more concentrate about the amount before it submit to the headquarters. It can gained students to calculate more properly the amount to be more concern because the amount is important to records it. Furthermore, the value of the amount need to be same in the records before the cheques submit to the bank. The different in the class, we study how to calculate in subject account and maths. *calcula*te the data twice to ensure the amount value is same. The important things is the amount need to be same in the records book.

The **attendance at the work place** is very important for the staff disciplined because the attendance can show how far the disciplined go to the work place. At the classroom, students come to the class for learn and improve their knowledge. The attendance actually can show the disciplined, every students. In the work place, every workers and staff need to be alert about the attendance in the work place. Punch card is the one rule to know the attendance every worker and staff attendance. Actually important of attendance is important in the class because the information that lecturer give to students is to learn how for gained the information. If students absent during study time, students will leave their important chapter to study.

In this company **update, the right data** is important. In other words, there must have the document to ensure the data is always be updated. The data must be a related with the other document records. Same with the assignment, before doing the assignment students must have references as a dividend. Furthermore, the assignment also always related with the current issue to support the answers. The good example will lecturer give the mark related with the format. The updated document in the office is important for their work to be as a dividend in the future. The updated document must be record. After that, in this company they

very alert with the daily performance. They will update every day, scan and send the document in the email. It ensure all the staff and other people need to know the daily performance every day in every months.

3.2 CONCEPT LEARNED IN CLASSROOM

Concept learned in the classroom actually is very different at the work place, student learned and received the information from their lecturer and improve in the knowledge of study. Student will learned the knowledge and will remember to action in the work place. In other words, all we get from the classroom actually we bring to the work place and gained the information with the good knowledge. Actually, in the classroom we only study how to treat ourselves. When we at the work place, we actually already know how to discipline ourselves and try to do the task referring the discipline in the classroom. Furthermore, it more different when we at the classroom and at the work place. There are (5) five concept learned in the classroom.

For the firstly is **focus in the task**. In the classroom, as the student we actually always do our report or assignment to improve in our carry mark. The assignment actually focus in the tittle and referring with the guideline. It actually need to have the particular task for example is every subject there must have the one assignment to make the report. The assignment actually focus on the tittle the information need to be relate with the tittle. Same goes at the work place, the task actually focus in the particular task. In other words, the task cannot mix with other the task. It must focus in the guideline and refer with the information given.

Secondly is **submit on time**. In the classroom, the task or works we do at the classroom need to be submit on time. In a situation, the assignment is the main task for the students that need to be submit on time. It actually related and involved on the discipline doing the assignment, student need to finish and submit the assignment on time. It goes with work. At the work place, the task actually need to be submit on time before the date. In this situation, the task need to be analyse again and check by the other staff to make the correction. It still

not late to check it, they must finish the task before the date. It easy to manager check the task before submit.

Thirdly is **perfect and complete**. In the classroom the task do actually need to be perfect and complete. From there student actually already know how to doing the assignment perfect and complete. The data of the assignment need to have the good information to make the assignment perfect. The assignment also need to have a good information to be perfect, the data also need to be complete before submit the assignment. It goes with the work place the work need to be perfect and complete, and must ensure there not have certain error in the task.

Fourthly is **alert with main task**. In this situation student, actually study how to be alert in the classroom. The information they get from lecturer need to receive with full of knowledge. It can improve the skill of the knowledge at the work place. At the work place they need to be alert in many activities because it very different in the classroom. In the work place they need to communicate with each other and try to be alert in different aspect doing the work at the office is important for achieve the core of business in the organisation.

Lastly is **clear and analyse the task**. In other words, it check the task in the second time before submit. In this situation student always analyse and check the assignment twice. Because the information need to be perfect and must complete follow with the guideline. The assignment need to be clear because it easy to lecturer read and understand. In the work place the task also, must clear and using the perfect words. Therefore, the other staff can read the task with the good understand. Which that the information actually receive to the reader.

3.3 PERSONAL EXPERIENCE

There have a many different between at the campus and at the work place. Personal experience can gained the knowledge in the work place. If one day we get the job, we can handle the new environment at the work place. There are five my personal experience during my practical training at Tabung Haji Plantation Gedong, Serian.

Firstly is study **communicate with each other**. In this situation, communicate with each other important to complete the task. It very different in the campus life. Because in the campus we still can find the information from the goggle and go find the resources at the library. However, in the work place the task need to be complete and perfect. We need to communicate with each other. The communication is important in the work place and gained the information about work and information about the task. It also very clear to get the information each other in the office.

Secondly is **improvement doing the work** in the other words, at the work place doing the work actually can give our consistent in the skill. Because in the campus the assignment actually do before the date but in the work place the work or task actually need to be submit it immediately. The task actually need to be perfect and clean. From there the task, actually need to be faster but it must clean and complete. From there, we actually can study how to manage the time to complete the task faster. All the activities at the work place we can study and make it some knowledge.

Thirdly is **try to understand the work after the staff give some advice**. At the work place try to understand the task. In other words, after we get the task, we actually will know it immediately, and try to understand it once time. In the classroom, we still can ask from lecturer tice to gain the information. At the work place the information, actually need to do it immediately to help other staff. From this situation we can improve in the understand and try remember the knowledge we get from people. The communication is important for get the knowledge. At the work place, staff will teach us differently with our lecturer. The task actually easy for them but not for us. We actually need to focus when they advise us for the first task.

Fourthly is **cooperate with each other to complete the task**. At the campus students will cooperate with each other to finish the assignment same situation at the work place. The activities or ask that need to finish must ask to other person which that brainstorming. This is because; the situation is about the objective in the organization. For example, if some task I still cannot finish it immediately, I need to ask the person that not have any work. The

cooperation actually can make the task is finish on time. In this office the cooperate with each other is main point to achieve the organisation objective. Students need learned this kind of activities to be the knowledge in the classroom.

Lastly is **enhance the knowledge about the work**. In the class, student only study about the work place. For example is human resources course. From this situation, students only study the policy of the work place how the situation at the work place. However, after we enter at the office the situation we study from book is very different. It actually have more knowledge we get about the work. In the work place the staff will carry out with their own work without know other situation, in the classroom we still can ask our member about the assignment that we need to do.

CHAPTER 4

(RECOMMENDATION)

4.0 INTRODUCTION

Every company or organisation have a strengths and weaknesses. The strengths of organisation is the extra information of the company for enhance their product or services. From strengths they can learn same value with the other organisation. The weaknesses of the organisation also important for them to increases their product and skill in the organisation.

4.1 STRENGTHENESS

Firstly is in this organisation there are **related with each other**. That means, administration clerk actually related with the account clerk. In other words, account clerk can gave their task towards administration clerk. Which is administration clerk were help account clerk to calculate the overtime before payslip. Then, account clerk also will refer the calculate to assistant manager for help. All of them are related and it easy for them to finish the work smoothly and properly. Assistant manager will refer their task to senior assistant manager, because the task actually same and related with each other.

Secondly is **complete the task immediately**, the strength in this organisation is faster doing the work. They will doing the work and immediately finish the task. In this situation administration clerk always have the task to do. They will ensure the task they do can be finish by one day, and can proceed with the other task. They also alert with the time in the office, they will come before 8.00 am early in the morning to finish the work they do for one day. It easy to manager gave them other task. Administration clerk will gave their document or report everyday to headquarters of performance daily.

Thirdly is together doing the **brainstorming**. At this organisation, the important task related with this company they would make the meeting and together gave their opinion. Every time they doing the meeting they can give their opinion and discuss it together. In this situation,

every organisation will make the brainstorming to make it easy and ensure the task can doing it together. In this organisation, the activities related with the company they will discuss it together and the opinion from each other will consider by every individual. The important of meeting or brainstorming, is to know different idea from every individual, because every person have a unique idea to suggest the solution for the activities.

Fourthly **punctual in the attendance and time in office disciplinary**. That means staff at this company actually punctual at the time. From this situation, the punctuality and disciplinary is important for the staff at this organisation. The attendance and on time at the office is the disciplinary at the office. It can be the one example towards new workers staff at THP Gedong. The disciplinary actually important towards the entire organisation in every company. From this situation, the palm oil organisation always alert with the attendance and time come to work place. The disciplinary in the attendance can be one objective towards the task at the organisation.

Fifthly is **focus in one area "palm oil factory"** in this situation at THP Gedong there are two department that is estate mill and palm oil. The estate department is focus on the estate and it not related with the palm oil department. Palm oil is focus to the factory and very concern for "timbang" because these activities actually will be in every day. In this situation, also make the palm oil department focus more in the factory, and their supply every day. The main task of this department is weighbridge (Timbang). Every day the task will be on the activities. The task also need to be smoothly and record it every day. The list of daily performance need to be summited everyday to headquarter Tabung Haji Kuching.

In conclusion, every organisation they have their own strengthens to achieve their goals and objective. To maintain strengthens, the organisation need to be alert with every staff and have their own responsibility to finish their staff. The good organisation also come from the strengthens how they manage their organisation task.

4.2 WEEKNESSES

The weaknesses in this organisation for the Firstly is **internet system**. Which is their maintenance over internet is lower. From this situation all the staff difficult to doing their work if the internet have been problem. Because some of the task need to be, email to the important data for headquarters everyday.it difficult for staff, proceed their work or task if the internet system are in problem. The important task that need to be submit immediately, they will using their own internet data using their own laptop. The maintenance at this office actually is very low. It difficult to staff doing the work and try to access with the internet.

Secondly is **electrical generator**. This is a one weakness from TH Plantation Gedong always happen in the organisation. In this situation, THP Gedong actually using their own Electrical Generator. If the generator are Broke out, the office will blackout and the staff cannot doing the work. At this office all, the PC is only backup by the electrical generator. From this situation, the staff need to wait for the generator to process again than they can proceed doing their work. This happen because the electrical generator are using for the palm oil factory if the factory have the problem, other generator also will effect to other electric. In one week, this problem always happen.

Thirdly is **late come to work place**. Some of the workers they come late to work place. In this situation, the workers are not alert towards the punch card. They just only come late and make it easy. In other words, the workers come late to work place in the morning but their overtime are more than 120 hour. In this case, many workers are not alert about the time. Tabung Haji Plantation always alert with the punctuality, and disciplinary but there are still the staff, and workers come late to work place. Every morning, there have one staff come late at the work place. The weaknesses in this situation is, all the staff not alert with the time of office hour. The staff and workers of THP Gedong have their own counters to stay it not the problem to come late at the office and factory. They need to come early because the office near with the counters.

Fourthly is **low in department**. That means, some of the department, there only have on staff that doing the task. This company actually have one staff focus on the accounting section. It difficult to do the task because there only one staff focus on the accounting and audit. This is because difficult for accounting staff doing their task by himself. The situation is, accounting staff always ask the administration staff for help. That means, administration staff will do the task out from their own task. It also difficult to administration staff doing this work even though it only doing in the calculation. The accounting staff always in difficult to check and analyse the data again to finish the task on that day. Accounting department have a lot of task to do, but only one person to finish it. it difficult to accounting staff finish the task on the same day.

Fifthly is **bias**. That means some of the staff is bias towards their staff. From this situation senior assistant manager were bias towards with his or her own staff and workers. This senior assistant manager only concern with their friends, which is man staff and workers only but not all. She only talk and communicate with the staff that only she like or his friends. One of the staff said that, this senior assistant manager not take her responsibility as a senior assistant manager and only give instruction without think their own staff and workers emotional. Some of the workers stop working at THP Gedong, Serian stress with their attitude. Some of the workers and staff only ignore it if the senior assistant manager make their instruction and angry without check the situation.

In conclusion, every organisation have their weaknesses in the work place. These weaknesses can make the organisation going down. The staff and workers need to change their attitude towards and for the organisation to achieve the goal and their objective in the organisation. Every weaknesses have their solution to improve in their task and communication with each other in the organisation.

4.3 SOLUTION

Every weaknesses at the organisation or company need to find the solution for the weaknesses. The weaknesses actually the lower or problem that happen in the organisation. There are solution and suggestion for this organisation. Firstly is **improve in the maintenance**. In this organisation, they need to know about the IT. They also need to know the function of the maintenance. In other words, this organisation must have the knowledge about the IT because, the problem on the internet maintenance, they still have a skill to solve the problems. For example, every time the staff want to do the task, this organisation will have the same problem towards the internet connection .this company need to have one staff that have a skill on IT knowledge. It easy for them to solve the problem on maintenance problem.

Secondly is **improve in the generator**. In this organisation, they need to improve in the generator. This is because the THP Gedong they not using the Sarawak energy for the generator. They only using their own electrical generator for electric at this TH Plantation Gedong. The staff or workers that focus for these activities is the boiler man and engine driver. This two section actually will focus and take seriously to focus more on it, to ensure the electrical generator is not broke out. In THP Gedong, they need to alert with the generator electric every time to ensure the generator not broke out. Then in my suggestion, they also can using the Sarawak energy to the counters and office for the electric. Than for the factory, they can using their own electrical generator. To ensure the office and counters is not have the blackout problem.

Thirdly is **must have the assistant to help the accounting clerk**. In this organisation the one weaknesses in this organisation is the accounting clerk not have the assistant for help he or she doing the task. Only accounting department have only one staff focus the task. My suggestion is, this organisation need to have more than one staff in accounting department to ensure the task can be complete on time. Actually, in this organisation accounting clerk need to have one assistant to help them doing the task that related with the auditing and accounting. This is because the accounting staff focus more on their staff if this organisation have more

than one staff at the accounting department. From this situation, they can help each other on their own knowledge in accounting and auditing. Every organisation have their own strengthens on doing the task and complete it immediately.

Fourthly, **advise the workers and tighten the law**. In this situation, the good way to ensure the workers come early at the work place is advise them. The workers actually must know about the policy in this organisation. The important of the disciplinary important for achieve goals. To ensure the workers follow the policy of the organisation, the company need to tighten the law. The manager can gave warning towards staff and workers that always come late at the work place. The first warning can give the staff and workers come early and they know how important come early at the place. Other than that, organisation can make a law or policy towards workers and staff to ensure they can follow the instruction of the company.

Fifthly **concern and take responsibility to all staff and workers**. From this situation all, the staff need to responsibility and concern with each other. Before make the solution without think, the senior assistant need to check it and solve the problem with professional skill. Therefore, the other workers and staff can communicate with good skill. The senior assistant also need not to be bias towards their staff and workers. Therefore, the other staff and workers can cooperate each other to solve the problem in the office and factory.

In conclusion, the suggestion and solution is for the weaknesses from this organisation. The organisation need to focus more on their weaknesses in every level to ensure they can solve the problem and achieve the objective.

CHAPTER 5

(SUMMARY)

5.0 INTRODUCTION

This chapter will summarize all the discussion in each chapter in the report by mainly concentrate on the main points.

5.1 summarize on each chapter

a) CHAPTER 1 : BACKGROUND OF THE ORGANIZATION

In this chapter, I discuss about the background of the organisation. From here I know the information of this organisation on their policy, vision, mission their objective. As students, that doing practical at an organisation I need to know the every position in this organisation. From this chapter, I explained on how they performed their policy in the organisation. Every staff and workers need to know their important goal and objective.

b) CHAPTER 2 : DAILY TASK

In this chapter, I summarize the task that I doing towards this company or this organisation. From this chapter I can learn how to doing the task properly and gained my information how to doing the work. This chapter have discussed about the daily activities or schedule done by me during the whole day for 8 weeks practical training. The summary that I doing is referring with the logbook that I gave to my supervisor at THP Gedong Serian. I wrote the entire task that I have done in the logbook. This chapter I referring from the task that I wrote every day in the logbook.

c) CHAPTER 3: ANALYSIS OF PRACTICAL TRAINING

In this chapter, I discuss on the how practical training related with the concept in the classroom. It can show that we respond about the things they discuss. Communicate with each other is very important to gained our knowledge. Student will learned the knowledge and will remember to study in the work place. In other words, all we get from the classroom actually we bring to the work place and gained the information with the good knowledge. Actually, in the classroom we only study how to treat ourselves. When we at the work place, we actually already know how to discipline ourselves and try to do the task referring the discipline in the classroom.

d) CHAPTER 4: RECOMMENDATION

In this chapter, it discuss on THP Gedong have their strengthens and weaknesses. The strengthens can help the organisation to achieve the goals of the company. The weaknesses is the problem that have in the organisation that need to have the solution and suggestion from individual. It discuss on how organisation make their on strengthens over the position and task. Analyse the weaknesses on this organisation and make a suggestion to improve the organisation.

e) CHAPTER 5: SUMMARY

This chapter is discuss on the overall of the practical report that completed by the intern. As a conclusion practical report can gained on how to doing other report. The students will gain the experiences, knowledge and information during the practical training. Besides, the most important that it will affect the students' performance whereas increasing of the soft skills or ability of the students in doing their task and communicate with the others.

REFERENCES

- 1) Tabung haji plantation official website Retrieved from www.thplantations.my/index.php

APPENDIX

